



California State Board of Equalization

Presents

Free

Basic Sales and Use Tax Workshops and eFile Clinics

Sales and Use Tax Preparation Workshop—This workshop will assist you in preparing your sales and use tax information to electronically file (eFile) with the Board of Equalization (BOE), or file a paper return. Participants are encouraged to bring their questions and any documentation relating to the upcoming return period.

The instructor will assist taxpayers in the following areas:

- Preparing a sales and use tax return
- eFiling
- Supporting and reporting exempt sales
- Using a resale certificate
- Determining what is taxable and nontaxable labor
- Maintaining adequate records

Efile Clinics—These clinics are all day walk-in events to assist taxpayers at a convenient time to them. Most returns take only a few minutes to process. Staff will be available to help taxpayers eFile their returns.

Offices that do not have scheduled eFile Clinics will assist any taxpayer individually with eFile assistance/training when they call or visit our office.

Classes are conducted in English, Spanish, Chinese, and Vietnamese. Schedule of dates, times, and locations are listed on the reverse side.

For more information or to RSVP, please contact the corresponding telephone number listed on the reverse side of this flyer or visit our website at www.boe.ca.gov.

State Board of Equalization Basic Sales and Use Tax Workshops and eFile Clinics First District

2014 Free Workshops

Date		Starting Time	Duration	Language	Location	Address	City	Zip Code	Telephone Number
January 2, 2014		10:00 AM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	1-415-356-6600
February 6, 2014		1:00 PM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	1-415-356-6600
March 6, 2014		10:00 AM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	1-415-356-6600
April 3, 2014		1:00 PM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	1-415-356-6600
May 1, 2014		10:00 AM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	1-415-356-6600
June 5, 2014		1:00 PM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	1-415-356-6600
July 3, 2014		10:00 AM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	1-415-356-6600
August 7, 2014		1:00 PM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	1-415-356-6600
September 4, 2014		10:00 AM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	1-415-356-6600
October 2, 2014		1:00 PM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	1-415-356-6600
November 6, 2014		10:00 AM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	1-415-356-6600
December 4, 2014		1:00 PM	2.5 hours	English	San Francisco District Office	121 Spear Street, Training Room 440, 4th Floor	San Francisco	94105-1584	1-415-356-6600
January 24, 2014		9:00 AM	3 hours	English	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	1-510-622-4100
January 29, 2014	eFile Clinic	8:00 AM	8 hours	English	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	1-510-622-4100
January 30, 2014	eFile Clinic	8:00 AM	8 hours	English	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	1-510-622-4100
January 31, 2014	eFile Clinic	8:00 AM	8 hours	English	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	1-510-622-4100
April 17, 2014		9:00 AM	3 hours	English	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	1-510-622-4100
April 28, 2014	eFile Clinic	8:00 AM	8 hours	English	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	1-510-622-4100
April 29, 2014	eFile Clinic	8:00 AM	8 hours	English	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	1-510-622-4100
April 30, 2014	eFile Clinic	8:00 AM	8 hours	English	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	1-510-622-4100
July 16, 2014		9:00 AM	3 hours	English	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	1-510-622-4100
July 17, 2014		9:00 AM	3 hours	Chinese	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	1-510-622-4100
July 18, 2014		9:00 AM	3 hours	Spanish	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	1-510-622-4100
July 29, 2014	eFile Clinic	8:00 AM	8 hours	English	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	1-510-622-4100
July 30, 2014	eFile Clinic	8:00 AM	8 hours	English	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	1-510-622-4100
July 31, 2014	eFile Clinic	8:00 AM	8 hours	English	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	1-510-622-4100
October 16, 2014		9:00 AM	3 hours	English	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	1-510-622-4100
October 29, 2014	eFile Clinic	8:00 AM	8 hours	English	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	1-510-622-4100
October 30, 2014	eFile Clinic	8:00 AM	8 hours	English	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	1-510-622-4100
October 31, 2014	eFile Clinic	8:00 AM	8 hours	English	Oakland District Office	1515 Clay Street, Suite 303	Oakland	94612-1432	1-510-622-4100
February 6, 2014		1:00 PM	3 hours	English Chinese	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	1-408-277-1231
March 11, 2014		1:30 PM	3 hours	Mandarin/ Cantonese	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	1-408-277-1231
March 20, 2014		1:00 PM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	1-408-277-1231
May 7, 2014		9:00 AM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	1-408-277-1231
May 7, 2014		1:00 PM	3 hours	Vietnamese	To Be Determined		San Jose	95113-2706	1-408-277-1231
June 19, 2014		1:00 PM	3 hours	English Chinese	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	1-408-277-1231
July 15, 2014		1:30 PM	3 hours	Mandarin/ Cantonese	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	1-408-277-1231
August 7, 2014		9:00 AM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	1-408-277-1231
August 7, 2014		1:00 PM	3 hours	Spanish	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	1-408-277-1231
September 16, 2014		9:00 AM	3 hours	English Chinese	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	1-408-277-1231
October 7, 2014		1:30 PM	3 hours	Mandarin/ Cantonese	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	1-408-277-1231
October 23, 2014		1:00 PM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	1-408-277-1231
December 17, 2014		9:00 AM	3 hours	English	San Jose District Office	250 South 2nd Street, Auditorium	San Jose	95113-2706	1-408-277-1231
January 16, 2014		1:00 PM	3 hours	English	Salinas Branch Office	111 East Navajo Drive, Suite 100, Training Room	Salinas	93906-2452	1-831-443-3003
April 15, 2014		9:00 AM	3 hours	English	Salinas Branch Office	111 East Navajo Drive, Suite 100, Training Room	Salinas	93906-2452	1-831-443-3003
June 5, 2014		1:00 PM	3 hours	Spanish	Salinas Branch Office	111 East Navajo Drive, Suite 100, Training Room	Salinas	93906-2452	1-831-443-3003
July 17, 2014		1:00 PM	3 hours	English	Salinas Branch Office	111 East Navajo Drive, Suite 100, Training Room	Salinas	93906-2452	1-831-443-3003
November 4, 2014		9:00 AM	3 hours	English	Salinas Branch Office	111 East Navajo Drive, Suite 100, Training Room	Salinas	93906-2452	1-831-443-3003
January 22, 2014		9:00 AM	3 hours	English	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	1-707-576-2101
January 31, 2014	eFile Clinic	8:00 AM	9 hours	English/ Spanish	Santa Rosa District Office	50 D Street, Suite 230	Santa Rosa	95404	1-707-576-2101
April 23, 2014		9:00 AM	3 hours	English	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	1-707-576-2101
April 24, 2014		9:00 AM	3 hours	Spanish	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	1-707-576-2101
April 30, 2014	eFile Clinic	8:00 AM	9 hours	English/ Spanish	Santa Rosa District Office	50 D Street, Suite 230	Santa Rosa	95404	1-707-576-2101
July 23, 2014		9:00 AM	3 hours	English	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	1-707-576-2101
July 31, 2014	eFile Clinic	8:00 AM	9 hours	English/ Spanish	Santa Rosa District Office	50 D Street, Suite 230	Santa Rosa	95404	1-707-576-2101
October 22, 2014		9:00 AM	3 hours	English	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	1-707-576-2101
October 23, 2014		9:00 AM	3 hours	Spanish	Santa Rosa District Office	50 D Street, Room 410	Santa Rosa	95404	1-707-576-2101
October 31, 2014	eFile Clinic	8:00 AM	9 hours	English/ Spanish	Santa Rosa District Office	50 D Street, Suite 230	Santa Rosa	95404	1-707-576-2101
January 28, 2014		10:00 AM	2 hours	English	Fairfield Branch Office	2480 Hilborn Road, Suite 200	Fairfield	94534	1-707-427-4800
April 9, 2014		10:00 AM	2 hours	English	Fairfield Branch Office	2480 Hilborn Road, Suite 200	Fairfield	94534	1-707-427-4800
July 29, 2014		10:00 AM	2 hours	English	Fairfield Branch Office	2480 Hilborn Road, Suite 200	Fairfield	94534	1-707-427-4800
October 28, 2014		10:00 AM	2 hours	English	Fairfield Branch Office	2480 Hilborn Road, Suite 200	Fairfield	94534	1-707-427-4800

Directions to each office are available at www.boe.ca.gov/offices.

As an alternative to attending an instructor led class, you can try our online tutorial class, which provides the information in a self-paced environment on our website www.boe.ca.gov/classes. Information on eFiling is also available at www.boe.ca.gov/efileintro.